ADMINISTRATION - INTERNAL USE ONLY

INSTRUCTION NO.
LI 45-2

LI 45-2
LOGISTICS
Revised 27 September 1974

SUBJECT: Procurement of Administrative and Housekeeping Supplies from
GSA for Issue through the Logistics Services Division

---

1. PURPOSE

This instruction establishes policy concerning procurement of standard
administrative and housekeeping expendable supplies by the Logistics
Services Division, Office of Logistics (OL/LSD), from the General
Services Administration (GSA) Federal Supply Service, Region 3. This
instruction has no application to GSA procurements by the Supply Divi-
sion (SD), OL, for depot stock.

2. POLICY

a. Materiel procured through this source is for use by Headquarters
    components of the Agency.

b. Items procured are limited to those stock items listed in the
    Agency Administrative Supply Catalog that are in the GSA stores
    stock.

c. Quantities ordered will be based on economic order quantities in
    consonance with GSA standard units of issue. Each requisition
    will allow for an approximate delivery period of 30 days from the
    time the requisition reaches GSA.

d. The routing of requisitions for materiel procured through this
    source circumvents the usual flow pattern in that such requisi-
    tions bypass Central Control and Distribution Branch (CCDB), SD/
    OL, and Supply Management Branch (SMB), SD/OL. Instead, OL/LSD
    forwards such requisitions to the Interdepartmental Support Branch
    (IDSB), SD/OL, for procurement action, via the Budget and Fiscal
    Branch, Executive Office (B&FB/EO), OL, for fund certification.

ADMINISTRATIVE - INTERNAL USE ONLY

INSTRUCTION NO.   LI 45-2
LI 45-2   LOGISTICS
                                                        Revised 27 September 1974

e. The GSA Interagency Retail Stores may be utilized for the procure-
   ment of slow-moving items or for emergency replenishment of small
   quantities of fast-moving items. Such purchases may be charged
   (charge plate) or paid for in cash by OL/LSD and are not affected
   by the provisions of this instruction.

3. RESPONSIBILITIES

a. LOGISTICS SERVICES DIVISION

   (1) Establish reorder points for all expendable items maintained
       for general issue through the Building Services Branch (BSB),
       LSD/OL.

   (2) Examine issue activity at least every 12 months to update
       reorder points.

   (3) Assign a Logistics Control Number (LCN) within the series
       furnished by OL/SD annually to each requisition.

   (4) Submit requisitions, with LCN assigned, to OL/EO/B&FB for
       certification of availability of funds.

   (5) Maintain a control file for each transaction, subparagraph
       3a(4) immediately above.

   (6) Receive materiel and furnish completed receiving reports on
       a timely basis to OL/SD/CCDB for processing through the
       Financial Property Accounting (FPA) system.

   (7) Resolve discrepancies directly with GSA or the carrier, or
       file a formal discrepancy report with OL/SD/IDSB in accord-
       ance with LI 45-6.

b. EXECUTIVE OFFICE, BUDGET AND FISCAL BRANCH

   (1) Review and certify the availability of Property Requisition-
       ing Authority (PRA) for each requisition.

   (2) Forward requisition directly to OL/SD/IDSB.

-2-

ADMINISTRATIVE - INTERNAL USE ONLY

INSTRUCTION NO.
LI 45-2

LI 45-2
LOGISTICS
Revised 27 September 1974

c. SUPPLY DIVISION

(1) Supply Management Branch:

(a) Produce, in conjunction with OL/LSD/BSB, the Adminis-
trative Supply Catalog for use by OL/LSD/BSB and its
customers.

(b) Furnish guidance in matters related to inventory man-
agement.

(2) Interdepartmental Support Branch:

(a) Convert multiline item requisitions to single line
item requisitions for transmittal to GSA.

(b) Prepare Agency Form 2216 (MILSTRIP/FEDSTRIP Order)
for each line item and forward the original copy to
OL/LSD/BSB for use as a receiving document.

(c) Forward to OL/LSD/BSB, as required, a copy of the
Document-Voucher Cross-Reference Register concerning
OL/LSD/BSB procurements, to include the FEDSTRIP docu-
ment control number (DCN), the Agency DCN, and LCN.

(d) Send two copies of the requisition and copy of Form
2216 to OL/EO/B&FB. Make up a file containing the
original requisition and copy of Form 2216 and send
to OL/SD/CCDB for establishment of the accountable
file.

(e) Resolve discrepancies with GSA reported by OL/LSD/BSB.

(3) Central Control and Distribution Branch:

Process receiving reports forwarded by OL/LSD/BSB through
the FPA system and maintain debit document files for such
reports.

MICHAEL J. MALANICK
Director of Logistics   **STATINTL**

-3-

ADMINISTRATIVE INTERNAL USE ONLY

INSTRUCTION NO.
LI 45-2

LI 45-2
LOGISTICS
Revised August 1974

SUBJECT: Procurement of Administrative and Housekeeping Supplies
from GSA for Issue Through the Logistics Services
Division

1.   PURPOSE

This Instruction establishes policy concerning procurement of

standard administrative and housekeeping expendable supplies by

the Logistics Services Division (LSD) from the General Services

Administration (GSA) Federal Supply Service, Region 3. This

Instruction has no application to GSA procurements by the Supply

Division (SD) for depot stock.

2.   POLICY

a.   Materiel procured through this source is for use by Headquarters

components of the Agency.

b.   Items procured are limited to those stock items listed in the

Agency Administrative Supply Catalog that are in the GSA

Stores Stock.

c.   Quantities ordered will be based on Economic Order Quantities

in consonance with GSA standard units of issue. Each requisi-

tion will allow for an approximate delivery period of 30 days

from the time the requisition reaches GSA.

d.   The routing of requisitions for materiel procured through this

source circumvents the usual flow pattern in that such requi-

sitions bypass Central Control and Distribution Branch (SD/CCDB)

and Supply Management Branch (SD/SMB). Instead, LSD forwards

such requisitions to the Interdepartmental Support Branch

(~~SB~~ SD/OL IDSB), for procurement action, via the Budget and Fiscal

Branch, Executive Office, OL (~~OL~~ EO/B&FB), for fund certification.

e. The GSA Interagency Retail Stores may be utilized for the

procurement of slow-moving items or for emergency replenish-

ment of small quantities of fast-moving items. Such pur-

chases may be charged (charge plate) or paid for in cash

by LSD and are not affected by the provisions of this In-

struction.

3. <u>RESPONSIBILITIES</u>

a. LOGISTICS SERVICES DIVISION

    (1) Establish reorder points for all expendable items

        maintained for general issue through the Building

        Services Branch (~~LSD~~/BSB) LSD/OL.

    (2) Examine issue activity at least every 12 months to

        update reorder points.

    (3) Assign a Logistics Control Number (LCN) within the

        series furnished by SD annually to each requisition.

    (4) Submit requisitions, with LCN assigned, to OL/EO/

        B&FB for certification of availability of funds.

    (5) Maintain a control file for each transaction, para-

        graph 3a(4) immediately above.

    (6) Receive materiel and furnish completed receiving

        reports on a timely basis to OL SD/CCDB for processing

through the Financial Property Accounting (FPA) system.

INSTRUCTION NO.
LI 45-2

LI 45-2
LOGISTICS

(7) Resolve discrepancies directly with GSA or the carrier, or file a formal discrepancy report with SD/IDSB in accordance with LI 45-6.

b. EXECUTIVE OFFICE, BUDGET AND FISCAL BRANCH

(1) Review and certify the availability of Property Requisitioning Authority (PRA) for each requisition.

(2) Forward requisition directly to SD/IDSB.

c. SUPPLY DIVISION

(1) Supply Management Branch.

(a) Produce, in conjunction with LSD/BSB, the Administrative Supply Catalog for use by LSD/BSB and its customers.

(b) Furnish guidance in matters related to inventory management.

(2) Interdepartmental Support Branch.

(a) Convert multi-line item requisitions to single line item requisitions for transmittal to GSA.

(b) Prepare Agency Form 2216 (MILSTRIP/FEDSTRIP Order) for each line item and forward the original copy to LSD/BSB for use as a receiving document.

(c) Forward to LSD/BSB, as required, a copy of the Document-Voucher Cross-Reference Register concerning LSD/BSB procurements, to include the FEDSTRIP document control

-3-

INSTRUCTION NO.   LI 45-2
LI 45-2   LOGISTICS

number, the Agency ~~Document Control~~ Number, and LCN. (DCN) DCN

(d) Send two copies of the requisition and copy of Form 2216 to OL/EO/B&FB. Make up a file containing the original requisition and copy of Form 2216 and send to SD/CCDB for establishment of the accountable file.

(e) Resolve discrepancies with GSA reported by LSD/BSB.

(3) Central Control and Distribution Branch:

Process receiving reports forwarded by LSD/BSB through the FPA system and maintain debit document files for such reports.

(4)

S-E-C-R-E-T

INSTRUCTION NO.   LI 45-2
LI 45-2   LOGISTICS
                                         Revised 13 December 1968

SUBJECT: Administrative, Housekeeping and Janitorial Supplies for
                General Issue through the Logistics Services Division

---

1. PURPOSE

This instruction establishes policy concerning procurement of standard
administrative, housekeeping and janitorial expendable supplies by the
Logistics Services Division from the General Services Administration
(GSA) Federal Supply Service (FSS), Region 3. This instruction has no
application to GSA procurements by the Supply Division for depot stock.

2. POLICY

a. Materiel procured through this source is for use by Headquarters
   components of the Agency.

b. Items procured are limited to those stock items listed in the Agency
   Administrative Supply Catalog that are in the GSA Stores Stock.

c. Quantities ordered will be based on Economic Order Quantities in
   consonance with GSA standard units of issue. Each requisition will
   allow for an approximate delivery period of 30 days from the time
   the requisition reaches GSA.

d. Availability of funds for each requisition must be certified.

e. Contact with GSA regarding procurement matters may be made only by
   the Supply Division.

f. The GSA Interagency Retail Stores may be utilized for the procure-
   ment of slow-moving items or for emergency replenishment of small
   quantities of fast-moving items. Such purchases may be charged
   (charge plate) or paid for in cash.

S-E-C-R-E-T

| GROUP 1 |
| Excluded from automatic |
| downgrading and |
| declassification |

S-E-C-R-E-T

INSTRUCTION NO.
LI 45-2

LI 45-2
LOGISTICS
Revised 13 December 1968

3. RESPONSIBILITIES

a. LOGISTICS SERVICES DIVISION (LSD)

(1) Establish reorder points and reorder quantities for all expendable items maintained for general issue through the Building Services Branch, (OL/LSD/BSB).

(2) Examine issue activity at least every 12 months to update reorder points and quantities.

(3) Assign appropriate debit and credit voucher numbers within the series furnished by the Supply Division annually.

(4) Submit vouchered requisitions (Form 88) ~~and, if necessary, Form 44), or their replacements~~ direct to OL/EO/BFB for certification to the availability of funds.

(5) Maintain master credit voucher files for each transaction, subparagraph (4) above.

(6) Receive materiel and furnish completed receiving reports ~~(see subparagraph 3.c.(1)(a) below)~~ on a timely basis to ~~OL/SD/SMB/GMMS~~ for processing through the FPA system, ~~and OL/SD/CCDB for reconciliation of payments.~~

(7) Report discrepancies to OL/SD/CCDB in accordance with Logistics Instruction (LI) 45-6.

b. EXECUTIVE OFFICE, BUDGET AND FISCAL BRANCH (OL/EO/BFB)

(1) Review and attest to the availability of funds for each requisition.

(2) Forward requisition to OL/SD/~~SMB~~/IDSB.

c. SUPPLY DIVISION

(1) Supply ~~Stock~~ Management Branch, ~~General Materiel Management Section~~ (OL/SD/SMB/~~GMMS~~):

(a) Develop and update, as required, Economic Order Quantity Tables designed for OL/LSD/BSB application.

-2-
S-E-C-R-E-T

(b)   Identify all items to be issued by ~~OL/LSD~~/BSB.

(c)   Produce the Administrative Supply Catalog for use by ~~OL/LSD~~/BSB and its customers.

(d)   Furnish guidance in matters related to inventory management.

(2)   ~~Stock Management Branch~~, Interdepartmental Support ~~Section~~ *Branch* (OL/SD/~~SMB~~/IDSB):

(a)   Convert requisitions to single line-item purchase orders for transmittal to GSA.

(b)   Prepare a receiving report (9 part set) for each single line-item purchase order for completion by ~~OL/LSD~~/BSB upon receipt of the applicable item.

(c)   Forward to ~~OL/LSD~~/BSB a listing of requisition numbers cross referenced to the applicable voucher number and a copy of each purchase order and receiving report (9 part set) ~~under paragraph 2.(2)(a) and (b) above.~~

(3)   Central Control and Distribution Branch (OL/SD/CCDB):

(a)   Annually assign a series of debit and credit voucher numbers to ~~OL/LSD~~/BSB.

(b)   Resolve discrepancies reported by ~~OL/LSD~~/BSB.

(c)   Reconcile mismatched payments reported by the Office of Finance.

~~(4)   Central Depot, Stock Control Branch (OL/SD/CD/SCB):~~

(C)   (d)   Process receiving reports forwarded by ~~OL/LSD~~/BSB through the FPA System and maintain debit voucher files for such reports.
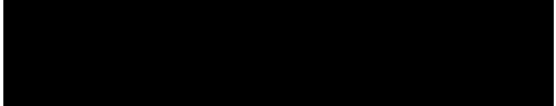
-3-

S-E-C-R-E-T

S-E-C-R-E-T

INSTRUCTION NO.
LI 45-2

LI 45-2
LOGISTICS
Revised 13 December 1968

4. GENERAL

Divisions concerned shall prepare internal instructions deemed necessary for the implementation of this instruction.

GEORGE E. MELOON
Director of Logistics

25X1A

-4-

S-E-C-R-E-T